

FRAZIER PARK PUBLIC UTILITY DISTRICT
4020 Park Drive, P.O. Box 1525, Frazier Park, CA. 93225
REGULAR MEETING MINUTES FOR THURSDAY, APRIL 12, 2018
6:00 P.M.

Schoenberg/Neyman 5/0/0
Minutes Approved on May 10, 2018

1. Call to Order: 6:05pm.

a. Pledge to the Flag.

b. Roll Call of Directors: Garcia, Gipson, Neyman and Schoenberg.

Director Kelling present as the chairperson.

Also present: Jonnie Allison, Linda Sheldon and Tiffany Matte.

2. Discussion/Vote/Adjust Agenda if Necessary - No Change.

3. Public Comments: Present: One member of the public.

The public was given the opportunity to address the Board. Comments are limited to five minutes.

4. Report of Officers:

President: No report.

Vice-President: No report.

Secretary: Director Schoenberg reported she was informed the corrections she made to the names of District accounts held at the bank, were not all implemented. She will be returning to the bank to have it corrected.

Treasurer: Director Neyman reported he made bank transfers into the Emergency Reserve and USDA Payment account.

Member at Large: No report.

5. Board Member Initiatives - None.

6. Manager's Report.

General Manager (GM) Jonnie Allison drew attention to an article in The Mountain Enterprise. It was a letter to the paper from a customer, unhappy with the water rates. The article was read out loud, as well as GM Allison's printed response.

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A member of the School Board came into the office to discuss why Frazier Park Elementary School continues to pay a high water rate, now for almost 2 years. He also wanted to find a solution to the high monthly charge for a 6" water meter. GM Allison explained that he has discussed options multiple times with the Superintendent, who never implemented them. After this meeting with the School Board Member, an engineer met with GM Allison and determined the school could meet water needs with a 2" meter. The engineer will separate the regular water service from the 6" meter on the fire hydrant, used only for emergencies. This will ultimately save the school more than \$1,500.00 a month.

Lebec County Water District invited all local water companies to participate in a webinar about the CalWARN Mutual Aid Agreement. They also suggested local agencies get together to talk about topics that are of interest in the water industry.

There was one after hours call out in March, and one mainline repair to a 2" pipe on Mt. Pinos Way.

There was a large leak the day before the meeting, on Los Padres Drive, from a 4" mainline.

a. Discussion/Vote on Quotes for Painting the Office Building.

Ace Hardware provided three names of painters they recommend in the area. Only two bid on the job, with a big price difference on the quotes. The higher quote included sanding, caulking, filling, and repairing, as well as painting. The Board discussed the importance of doing the work correctly to maintain upkeep of the building. They asked GM Allison to get a more thorough description of the work to be done from the painter quoting the lower price, as well as to get an additional quote from one more contractor. Soon after painting, the flooring will also need to be replaced. This item will carry over to the next Regular Meeting in May.

b. Discussion/Vote on Quote for Purchasing a Dump Truck.

GM Allison contacted dealerships to get a quote for a new dump truck. For a 2018 Ford truck with a three yard dump, the price was \$81,733. New trucks won't be available until close to the end of the year, when the 2019 inventory comes out. Trading in the old dump truck, as well as the leak truck, could help lower the cost. GM Allison will also look into prices on used trucks, however, they will cost more to maintain. The Board is interested in financing options as well to mitigate the upfront cost. This item will carry over to the next Regular Meeting in May.

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c. Administrative Assistant's Report.

Tiffany Matte reported she signed up for a free 90 day trial membership with the California Special Districts Association (CSDA). While looking through the website for useful tools and information, she ran across information on a law known as AB 1345. This bill limits the number of years a single auditor can perform the annual independent audit of Special District financial statements, to six consecutive years. The FPPUD will be able to use Patrick Hoffman from BHK, for audits through 2019. At that time the District will need to use another partner from the company, or use another firm altogether.

Updates have been made to the website. The 2017 audit was uploaded to the financial page, the Meter Replacement Project was added to "Projects and Activities", and the Regional Annexation Project was updated to show approval of the Planning grant. Tiffany Matte reported she attended the Special Assessment Seminar in Bakersfield to learn about updates to the program.

7. Ad Hoc Committee Reports.

Lake of the Woods Transfer Agreement: The FPPUD Ad Hoc Committee participated in a conference call with the attorneys tasked with drafting the agreement, as well as Carlos Bravo, Pam Jarecki, and Dee Jaspar. Lake of the Woods is working on finalizing the asset list, while the draft document is being completed. The agreement will be left as a draft until it is needed later on in the Planning process. It was originally thought the MOU would need to be completed and turned in with the LAFCo Application, but there is more time than anticipated. In the meantime, a Letter of Intent will be added for each of the MOUs, so participants can be aware of the process going forward.

While this is being finalized, the project will open back up to systems and private well owners wanting to be included in the annexation. The date this offer will close is still to be decided.

A paragraph will be added to the Transfer Agreement, that states the project could be terminated if there isn't enough money to pay for the project.

Carlos Bravo informed the committee on the call that by the time the District is ready to apply for a Construction Grant, the Prop 1 funding will be depleted. He did assure everyone there will most likely be other funding sources available by then to apply for.

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8. Accounts Payable and Financial Information.

Bookkeeper Linda Sheldon reported the total cash balance in all accounts is \$1,129,596.82. The balance in the Revenue/Operating account is \$250,078.04. Checks were cut for the regularly occurring invoices and reviewed by the Board for accuracy. Beginning in May, Linda will work on next year's budget and audit.

The money has come in for the insurance claim on the work truck recently damaged.

The property insurance rate is down \$325.00 from last year.

The final bill has come in for the 2017 audit. The total cost was down about \$450 from the prior year.

The District has a credit balance for B-Line in the amount of \$842.81.

An FPPUD employee was reimbursed for the cost of his water operator class, which he took at a junior college. He passed the class with an A.

Motion: Move to pay our bills.

Neyman/Schoenberg 5/0/0, Motion Passed.

9. Discussion/Vote on Changes/Options for District Banking.

As requested at the last Regular Meeting, Tiffany Matte provided the Board with a comparison of six top banks in regard to interest rates for CD, Money Market, and High Yield Savings accounts. The Board has been wanting to transfer reserve accounts that are not often used, to institutions where they can earn higher interest rates. The Board discussed the best options and wanted additional information on Barclays US, and Synchrony Banks. USDA reserve account requirements will also be reviewed to make sure the District stays in compliance. This item will be carried over to the Regular Meeting in May.

10. Discussion/Review of Election Notice.

The District received a notice from Kern County Elections stating Lebec County Water District will be moving elections to even numbered years. It allows those affected to comment on the change. As of the date of this meeting, the comment period ended, but the Board saw no reason to make a statement.

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11. Discussion/Vote on Establishing a Meal Rate for Employee Travel.

The California Department of Human Resources has an established maximum rate for reimbursement for meals during employee travel. Also written, is a guideline for which meals are covered based on the times travel occurs. The Board was provided a printout of the rates and schedules.

Motion: Move that we adopt as the maximum payout, the California Department of Human Resources list for meals and incidentals, In-State for Kern County, or the County that you're traveling to, and Out-of-State for that particular State, based on the federal rates for the current year.

Schoenberg/Neyman 5/0/0, Motion Passed.

12. Discussion/Vote on Sending the Clerk of the Board to the CSDA Board Secretary/Clerk Conference.

This is the annual conference that Tiffany Matte has attended the last two years. It is scheduled for October 22-24th. A scholarship has already been approved to cover the price of the conference fee. Tiffany provided the Board an estimate of the total cost.

Motion: Move we approve this expenditure for the 2018 Board Secretary/Clerk Conference.

Garcia/Gipson 5/0/0, Motion Passed.

13. Review and Approve Meeting Minutes for 03/08/2018, and 03/22/2018.

Motion: Move that we approve the minutes for Thursday, March 8, 2018, with the possibility for additional amendments for typos or other errors that we might not have caught, that may need to be corrected.

Schoenberg/Gipson 5/0/0, Motion Passed.

Motion: Move to pass the minutes for March 22, 2018, with the possibility for additional amendments for typos or other errors that may need to be corrected.

Gipson/Neyman 5/0/0, Motion Passed.

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14. Discussion/Vote on Future Agenda Items.

Regular Planning Meeting April 26, 2018.

Regular Meeting May 10, 2018:

- Carry over Discussion/Vote on Quotes for Painting the Office Building.
- Carry over Discussion/Vote on Quote for Purchasing a Dump Truck.
- Carry over Discussion/Vote on Banking Options.

15. Adjournment.

Motion: Move that we adjourn.

Gipson/Neyman 5/0/0, Motion Passed.

Meeting Adjourned: 8:03pm.

At every regular meeting, the legislative body shall provide the public with an opportunity to directly address the body on any item of interest to the public before or during the legislative body's consideration of the item that is within the subject matter jurisdiction of the legislative body. (Brown Act Code Sec 54954.3(a)).



Tiffany Matte, Clerk of the Board



Attest: Lisa Schoenberg, Secretary

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